

MICHIGAN DOMESTIC VIOLENCE PREVENTION AND TREATMENT BOARD

MEETING MINUTES

May 17, 2002

***** APPROVED – September 20, 2002 *****

Members Present:

James A. Fink, Chair
Ferne Farber
Shirley Mann Gray
Michelle Hayes
Catherine Christ Lucas

Members Absent:

The Honorable Darnell Jackson
The Honorable Edward Sosnick

Staff Present:

Debi Cain, Executive Director
Penny Hackett-Evans
Carol Hackett Garagiola
Sarah Heuser
Mary Lovik

Anna Melbin
Carri Phillips
Karen Porter
Joyce Wright

Guests:

Jim Beougher, CFS Director
Kathy Hagenian, MCADSV
Larry Hermen, Centerboard Associates
Doreen Howson, Diane Peppler Resource Center, Sault Ste. Marie
Mary Keefe, MCADSV
Mary Lee Lord, Women's Resource Center of Grand Traverse, Traverse City
Barbara Mills, YWCA of Kalamazoo
Jan Mancinelli, Women's Resource Center, Petoskey
Elaine Lohrke, Albion Department of Public Safety
Hedy Nuriel, HAVEN, Pontiac
Cheryl O'Neil, Caring House, Iron Mountain
Bob Oulette, Family Counseling & Shelter Services, Monroe
Molly Resnick, Safe House, Ann Arbor

Welcome and Introductions

The May 17, 2002 Michigan Domestic Violence Prevention and Treatment Board (MDVPTB) meeting at the Midway Lansing Hotel, Lansing, MI, convened at 10:00 a.m. Introductions were made and a welcome extended to guests.

BOARD CONSENT

An amendment to the meeting agenda was proposed to remove Batterer Intervention Standards under item V, and replace it with a Legislative Update.

The December 5, 2001 minutes were reviewed, as there was not a quorum at the March 1, 2002 meeting.

On page three of the March 1, 2002 minutes under the Executive Director's Report, last paragraph, the word VOWA should be changed to read VAWO, and the words "to provide" should be removed.

A motion to approve the agenda, the December 5, 2001 minutes, and the revisions to the March 1, 2002 minutes was made by C. Christ Lucas and seconded by F. Farber. Motion carried.

CHAIR'S REPORT

J. Fink asked Molly Resnick from Safe House, Ann Arbor, to provide an update on the recent issues and leadership changes that have taken place within their program. Ms. Resnick provided an update, and also announced that Safe House is having an open house on June 3, 4:00 – 7:00 p.m. and all are invited.

The Governance Process: Board Member's Code of Conduct

L. Hermen, consultant, noted that unless there are changes to this Board policy, it is generally not required that the Board reauthorize it because the policies stand as approved. J. Fink asked if the Board is meeting its obligations to the staff on this policy. As there were no changes, the policy continues in force.

The Governance Process: Board Committee Principles Committee Structure

The Board currently consists of one committee, the Governance Committee, which primarily sets the agenda for the Board meetings and provides feedback to Debi regarding the Board's position on various issues. The Governance Committee meets by conference calls in advance of Board meetings and as needed by the Executive Director. J. Fink asked for and received feedback on these policies. As there were no changes, the policies continue in force.

Board-Staff Relationship: Executive Director Role Delegation to the Executive Director

Both of these policies were reviewed and stand as is. As there were no changes, the policies continue in force.

Board-Staff Relationship: Executive Director Job Description

The job description was reviewed. When evaluating the job performance of the Executive Director, the MDVPTB completes a lengthy process that is consistent with FIA's method of evaluating employees. This job description, however, reads a little differently in terms of not violating policies

and in terms of accomplishments toward ends. The FIA employee performance evaluation does not take these two components into consideration for the Executive Director's performance evaluation, yet these are the criteria the Board is interested in. The question arose that while there are certain criteria FIA needs to have met, is there a way to reduce some of the evaluation required by FIA and combine it with what the Board is looking for.

J. Fink asked C. Christ to participate in an ad hoc committee for purposes of reviewing the performance criteria required by FIA and incorporate that into the ongoing process of policy development and feedback, as is done with other MDVPTB policies. This will help ensure that both goals are met while staying within the governance model.

MOTION: Moved by M. Hayes to establish an Executive Director Monitoring Committee to review the Executive Director Monitoring Policy as it relates to annual evaluations, with duties of the Committee to include meeting with FIA executives responsible for the FIA evaluation of the Executive Director. Seconded by S. Mann Gray. Motion carried.

Board-Staff Relationship: Monitoring Executive Director Performance

In reviewing the policy, C. Lucas noted the policy does not directly address the organizational accomplishments of the board ends. J. Fink noted this should also be an item for the ad hoc committee that is being formed. There are currently no changes to the policy and will continue in force.

MONITORING TO ASSURE ORGANIZATIONAL PERFORMANCE

Executive Limitations: Asset Protection

D. Cain reviewed her report in response to the policy. She reported that she is working on more visibility and acknowledgement of the Board's role as a funder for many of the key documents such as manuals, trainings, brochures, etc., to which the Board underwrites the cost.

D. Cain reported on the goals of making the Board a more visible and credible presence in the state. There has been substantial progress in this endeavor. A major goal is to publish more articles from the MDVPTB office pertaining to information on civil and criminal issues, law passage, etc. The recent law passage of domestic violence bills has enabled us to have articles printed in various journals.

Executive Limitations: Financial Condition

D. Cain reported that the most current allocation we received from the STOP grant office arrived recently. Although we are spending at the level of \$4.3 million in STOP grant funds, we have only been awarded \$4.062 million. However, no program services have had to be cut because STOP money does roll over, therefore allowing carry-over funds to still being expended.

In the past two years the MDVPTB has lost over \$1 million in STOP funds. Approximately \$600,000 of that money has been recovered, but this is still \$400,000 less than just over two years ago. One of the decisions made last year to avoid cuts in victim services when STOP grant funds are cut was to reduce the training contracts by \$225,000. It is anticipated that this will continue, and that victim services be priority over and above training.

We're still awaiting word on the federal grants we have out. The Supervised Visitation program award may not be known until the fall. The Grants to Encourage Arrests proposal will be known by the end of May or early June. This is a two-part proposal with half for the U.S. Attorney's Office

and local prosecutors to pursue more extensive training on the Full Faith and Credit provisions as they cross states, as we work with tribes, etc. The other half will be used to provide staff to the Michigan Attorney General's Office as a rotating staff person or people to fill in when there is a conflict of interest.

The final grant we're waiting to hear on is a \$35,000 HHS grant for public relations work. This grant would focus on targeting college student audiences at movie theatres in four different communities by running commercial messages on the screen about dating violence, and listing the national domestic violence hotline number while waiting for movies to begin.

Executive Limitations: Emergency Executive Director Succession

D. Cain reviewed her report to the Board and noted that the two people she has designated to assume responsibility in case of her emergency absence are Carol Hackett Garagiola and Karen Porter. The FIA interagency agreement stipulated that J. Beougher, as supervisor of D. Cain's position, should be actively involved in, or approving of, the staff members selected to take over in her temporary absence. J. Beougher has approved these designees.

J. Fink reviewed an e-mail he sent to Board members regarding the proposed new language for this policy change. The language is taken from the MDVPTB/FIA Agreement and more accurately reflects FIA practice.

C. Lucas suggested an addition to the proposed new language to read "The Executive Director shall not fail to keep the Board informed of the back up plan."

MOTION: Moved by F. Farber to accept the new proposed language to the Emergency Executive Director Succession Policy. Seconded by M. Hayes. Motion carried.

Executive Limitations: Communication and Counsel to the Board

D. Cain reviewed her report to the Board. She noted that she recently had a conversation with some of the Board members regarding the communication the Board receives. There is a tremendous amount of information relayed to Board. Therefore, when communication is sent to Board members they will be informed as to what information is critical to read, what should be reviewed in preparation for the Board meeting, what is non-critical information that can be read at their leisure, FYI items, etc.

EXECUTIVE DIRECTOR'S REPORT – GENERAL OVERVIEW OF WORK TO DATE

D. Cain reported on the recent contract process. The Request for Proposal (RFP) form was sent out in December 2001 and due in March 2002. This year a consolidated version of the RFP was prepared, putting all five funding streams into one version. Programs applied using the application process depending on which funding they were applying for.

D. Cain reviewed information regarding the FIA rating process. Programs are rated on a standard of 100 points per grant. For each of the five funding streams, each application was rated based on the 100-point standard. If a program does not receive a minimum threshold of 80 points by a funding team, they fail. The domestic violence comprehensive stream is highly important, as is necessary to receive STOP grant or rural grant funds. Rating teams consisted of various MDVPTB staff members, members of the Department of Community Health, the FIA contract office, and others.

D. Cain convened a conference call with F. Farber, S. Mann Gray and C. Christ Lucas to review the funding recommendations that would be given to the Board. D. Cain reviewed the suggested recommendations as follows:

Comprehensive Domestic Violence Contract: There were two new applicants who are not currently among our existing domestic violence programs. Both failed because they did not meet the 80 point minimum threshold. Five of our existing 45 programs also failed as they did not meet the threshold. The recommendation is to send them back and ask them to resubmit within a very short time frame. K. Hagenian and M. Keefe from the MCADSV are willing to provide technical assistance to any programs that want to reapply but need to improve their grant writing process. The five programs that failed would not only lose their comprehensive contract with MDVPTB, but they will not be eligible for rural or STOP grant money.

One program passed their comprehensive but failed on the STOP. Again, programs will have to completely rewrite and resubmit their application.

There are three sexual assault programs that have a sexual assault STOP set aside. One of those failed on their STOP grant application and also failed on the RPS money.

The domestic violence monies, discussed above, are developed on a statewide program. Although we only fund 45 full-scale comprehensive programs, we cover all 83 counties in Michigan. However, there is not complete coverage throughout the state in sexual assault services or transitional housing services, so these programs are not competing for a geographical area but for a limited number of dollars and slots. Therefore, the rape and transitional housing money are highly competitive. There are currently 26 sexual assault programs receiving MDVPTB money. Two of those 26 failed to meet the thresholds. There were four new applicants who failed. There were five new programs that applied and not only passed, but scored in the top 12. The recommendation will be to increase the base number of programs from 26, which is what we currently fund, and do a baseline funding of \$35,000 to 29 programs. Not all 29 programs will receive the enhancement money.

It is also being recommended that we re-bid five of the applications as there is a level of programs that varied by less than two points. It is not possible to be entirely objective, so the suggestion will be to send back the applications, provide input, and ask that the application be resubmitted. This will enable two of the five programs to be funded.

There were several new applications in the Transitional Housing area. There are currently 15 programs receiving transitional housing funds, and two of those programs failed. The recommendation will be to add three new programs to transitional housing. By removing the two failed programs, there will be no transitional housing services in the tri-county metro-Detroit area. Consequently, the recommendation is for a complete re-bid for that area, as it would otherwise be left without services. The recommended process will be to begin from the start. This will most likely necessitate extending the contract of the existing programs by three additional months. It is also recommended that one of the transitional housing programs that is being recommended for funding have their award based contingent upon receiving an audit, which is currently being conducted, by the end of June.

The MDVPTB has been working with Families First and the Office of Contract and Rate Setting to integrate Families First monies into the contracts for the seven domestic violence programs who receive this money. This will eliminate Families First having separate contracts. Those seven DV/Families First contracts will be negotiated as a separate section in the contracts to assume the Families First portion. The details such as payments, monitoring, line item transfers, etc. have not

yet been determined. These will still be Families First programs and Families First will still maintain involvement; however, the actual contracts will be included in the MDVPTB comprehensive package rather than being separate.

MOTION: Moved by C. Christ Lucas to approve the funding report as presented by D. Cain. Seconded by F. Farber. Motion carried.

Public Relations/Awareness

B. Rossbach from Mort Crim Associates presented information to assist the MDVPTB in creating a presence with the legislature, elected officials, and policy makers through the creation of an MDVPTB electronic newsletter. He presented information to assist in determining the center point of the newsletter and the target audience. He discussed issues such as mailing lists, collecting and drafting the content, review of edited copy and lay outs, and posting of archives to the web. He further described the services that Mort Crim would provide to the MDVPTB with the newsletter such as providing the template, editing to style and length, building mailing lists, managing technical aspects of the list management, sending mass e-mails, and continual consultation services.

S. Heuser and J. Wright provided a follow-up report from the December 2001 meeting on public awareness. At that meeting the importance of the MDVPTB presence, credibility and visibility issues were discussed. One of the goals is to provide as much support and materials as possible to the local programs for use in their own community. Another vision for the campaign is enhancing the Board's visibility throughout the state and produce an ongoing public awareness campaign to target the residents of Michigan with information, education, training and resources. Also discussed were educational programs and methods of public awareness such as the electronic newsletter, informational messages on movie screens prior to the beginning of a movie, hosting a bi-annual legislative reception to welcome newly-elected officials, articles and newsletters, public service announcements, web sight enhancements to link up with various programs, and continuing potential development of a sexual assault brochure in partnership with the Michigan Department of Community Health and the Michigan Women's Commission.

S. Heuser also discussed the potential development of a brochure regarding the Batterer Intervention Standards that could primarily be distributed to courts around Michigan. This brochure would address why the standards exist and their importance. A draft brochure will be developed for review prior to the September Board retreat.

S. Heuser announced that next year will be the MDVPTB 25-year anniversary. Discussion ensued around various activities that could take place to commemorate the anniversary. Ideas were welcomed.

STOP State Implementation Plan

K. Porter provided highlights of the changes that will be made from the FY 2001 STOP Violence Against Women Formula Grant Program State Implementation Plan and incorporated into the 2002 plan. MDVPTB and all their grantees must follow this plan. Focus will be on the mission with the primary focus being victim services. Also being addressed is the secondary focus of training. Accomplishments, improved focus, and streamlined practices will be highlighted, and information about funding cuts will be included. The Planning Process section will focus on the new legislative package and working relationship with STATE partners on implementing the legislative changes.

MOTION: Moved by S. Mann Gray to approve the STOP Violence Against Women Formula Grant Program FY 2001 State Implementation Plan. Seconded by F. Farber. Motion carried.

Legislative Update

Due to time restraints, J. Fink asked that the update information be e-mailed to Board members, with highlights to be presented at the September Board meeting.

PUBLIC COMMENT

Jan Mancinelli from Women's Resource Center in Petoskey commended the Board and staff on their professionalism and accomplishments.

Barbara Mills from the YWCA in Kalamazoo commended the Board on the difficult tasks they've moved through.

PROCESS EVALUATION

M. Hayes noted an excellent meeting with nice visual presentations and a good location.

F. Ferne concurred with M. Hayes.

S. Mann Gray noted this meeting had a full agenda and a lot was accomplished. She had reservations about the number of Board meetings being changed to only four per year, but today has proven that it is possible to have less meetings and get a lot of work done.

ADJOURNMENT

The meeting ended at 3:00 p.m.

Future Meeting Dates

The next MDVPTB meeting will be held on **Friday, September 20, 2002** in Bay City.

Future meeting dates: To be determined

Documents referenced in these minutes may be obtained from Carri Phillips, MDVPTB. She can be reached at (517) 335-6388.

The **WEBPAGE** for the MDVPTB is located at: www.michigan.gov/fia, Boards and Commissions.

Respectfully submitted,
Carri Phillips